



**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: January 26, 2006

Recruiting Bulletin No. **06-25-009**

CLOSING DATE: Open Continuously

Chicago Regional Office

POSITION: FIELD REPRESENTATIVE (Conversion Specialist)

SERIES, GRADE, SALARY: GS-0303-Grade 05

SALARY RANGE- Starting Salary for GS-05 is \$ 13.58 - \$14.63 PH (Depending on location)

PROMOTION POTENTIAL: GS-05

PERMANENT EXCEPTED SERVICE APPOINTMENT

WHO MAY APPLY(AREA OF CONSIDERATION): CURRENT PERMANENT SCHEDULE A CENSUS BUREAU EMPLOYEES-Applicants will be selected on an as needed basis within established Survey Interviewing Boundaries (SIBs).

JOB LOCATION: JOBS ARE LOCATED THROUGHOUT THE STATES OF ILLINOIS, INDIANA, AND WISCONSIN. Duty location is your home. Applicants will be considered for vacancies in their immediate area within established survey interviewing geographic boundaries.

DUTIES: Interview households at selected addresses. Ask prescribed questions from survey interviewing forms. Maintain repeated contacts with the same households and complete detailed paperwork for each interview. Interviews are conducted in person and by telephone. Laptop computers and paper survey instruments are used for recording interview responses. Conducts interviews with reluctant or refusal households as requested.

The ideal candidate has a desire to work with the public, a persuasive, tactful manner, and is accurate with detailed paperwork. The applicant must be self-motivated, an efficient planner, need little day-to-day supervision, and be able to carefully follow detailed instructions.

WORK SCHEDULE: Work is scheduled as needed, depending on survey workload. Must be available to work flexible hours to accommodate afternoon, evening and weekend work.

QUALIFICATIONS: Applicants are responsible for ensuring that the application submitted clearly indicates that they meet the qualifications listed below. To be eligible for this position, you must have the experience or education indicated below or a combination of both:

**Grade-05: 1 Year Specialized Experience equivalent to the Grade 4 level in the federal service
OR
4 Years of Education Above High School**

Specialized Experience is described as: Experience that has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and is typically in or related to the position to be filled.

Education: If qualifying based on education, you MUST submit a copy of your college transcripts or a listing of college courses showing course number, title, grade, type (semester/quarter), and number of

credit hours. Applicants selected for the position will be required to supply original transcripts.

When combining education and experience to meet this requirement, only education in excess of the first 60 semester hours is creditable.

In addition, applicants must meet all time-in-grade requirements. Time-in-grade requirements require that applicants have one year time-in-grade at the Grade 4 level before being eligible for promotion to the Grade 5 level.

EVALUATION CRITERIA: Candidates will be evaluated on the extent and quality of their experience and/or education.

HOW TO APPLY: Each applicant must submit an Optional Application of Federal Employment (OF-612) or a resume. List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal requirements for this position.

- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number.
- Country of Citizenship (This job requires U.S. Citizenship)
- **Paid and non-paid work experience related to the position.** For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- To qualify based on education, submit a copy of your college transcript, along with your application.

All applications for this position must be mailed to the following address:

**Bureau of the Census
2255 Enterprise Dr., Suite 5501
Westchester, IL 60154
ATTN: Kathy Yendrek**

CONDITIONS OF EMPLOYMENT:

- Must be willing to accept all assignments and work multiple surveys.
- Candidates selected for these positions must sign Mixed Tour Employment agreements outlining the conditions of employment prior to the appointment.

**THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY
EMPLOYER**

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED,
NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN
EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.